



## **REPLAT SUBMITTAL CHECKLIST**

Replats which meet all of the following criteria do not need a sketch plan or preliminary plat to be submitted and may be approved administratively by the City Manager or his designee.

1. The plat, as amended, does not increase the number of lots or reduces the number of lots within the subdivision, or the nature of the amendment is de minimis.
2. All lots or tracts are adjacent to a dedicated, accepted and constructed public street.
3. The lots are part of a subdivision plat that has been approved and/or accepted by the City or Delta County and recorded in the Delta County Records.
4. All improvements required by these regulations other than fire hydrants, piped ditches, curb, gutter, sidewalk, and adjacent street improvements are already in existence and available to serve each lot, or have been secured. Curb, gutter and sidewalk, as required by 16.04.070(D) and piped ditches as required by 16.04.070(H) must either be installed or security provided. Fire hydrants must be installed.
5. Each lot will meet requirements of the City zoning regulations without the necessity for any variance and no variance has been granted within the three (3) previous years.
6. No material changes to existing easements, plat notes, or restrictions which are for the benefit of third parties shall be made.
7. The subdivision must comply with the design standards of Section 16.04.070.

### **Submittal Requirements:**

- Completed application
- (5) copies of the plat *bound and folded*
- Digital copy of the plat in pdf format (can be e-mailed)
- Copy of the recorded deed and any contractual agreements
- Filing fee (\$250)

**The plat shall meet the requirements for a final plat as required by subsection 16.04.050(E)(4) except that the plat shall contain Certification on forms approved by the City to document approval of the plat, including but not limited to the following:**

- The name of the subdivision and the name, address and phone number of the subdivider, and his representative if applicable.
- A certificate by a registered surveyor.
- The name of the surveyor preparing the plat and the date of the plat
- A certificate of an attorney that title to the property is in the name of those parties executing the dedication, and that property dedicated to the City will be free and clear of all liens and encumbrances affecting marketability.
- A certificate of recording to be executed by the County Clerk and Recorder.
- A certificate of dedication (when applicable), ownership, and acknowledgement.
- A lien holder's certificate (if applicable)
- Separate certificates of approval of the plat for the City Manager and City Attorney.



**Community Development**

360 Main St • Delta, CO 81416 • [www.delta-co.gov](http://www.delta-co.gov)

Phone (970) 874-7903 • Fax (970) 874-6931

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**No final plat shall be recorded until:**

- Two reproducible mylars in final form fully executed by all required parties, along with a diskette in a digital format acceptable to the City have been submitted.
- Payment to the City of all reimbursable expenses has been received.

\*Final plat approval shall expire if the requirements (1-2) above are not met within 90 days of plat approval.

\*\*This checklist is advisory only, and does not replace city ordinances. Refer to applicable city regulations when preparing submittals.